

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CONSUMER SERVICES
STRUCTURAL PEST CONTROL DIVISION**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

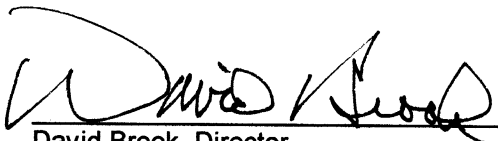
APPROVAL RECOMMENDED



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APPROVED



Britt Cobb, Commissioner
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October 29, 2004

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Office of Consumer Services
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Item 225. EXPIRED LICENSED OPERATORS FILE. Records concerning correspondence, memorandums, and other records documenting license issuance and renewal for pest control operators. File includes licensing forms, applications for examination, affidavits, vital information on license applicants, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration of license.

Item 47238. STRUCTURAL PEST LICENSING DATABASE (ELECTRONIC) FILE. Electronic records concerning licenses for pest control operators, certified applicators, and registered technicians. Electronic file includes names of licensees, addresses, phone numbers, social security numbers, individual file numbers, and other related data. Data is entered into this database from Active Licensed Operators File (Item 9134) and Active Certified Applicators File (Item 9139). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

Item 47239. AUTOMATED INSPECTION SYSTEM (AIS) DATABASE (ELECTRONIC) FILE. Electronic records concerning requested and routine inspections performed by the division. Electronic file includes homeowners' names, pest control companies' names, addresses, inspection dates, pesticides used, statements, inspection reports, statistical reports, and other related data. Data is entered into this database from Certified Applications Inspection Reports File (Item 9143) and Licensed Operators Inspection Reports File (Item 9151). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

Item 9134. ACTIVE LICENSED OPERATORS FILE. Records concerning correspondence, memorandums, and other information used in issuing licenses to new pest control operators. File includes license renewal information, registered technicians' identification cards, social security numbers, and registration forms of all employees registered by each licensee with Structural Pest Control. Records entered into Structural Pest Licensing Database (Electronic) File (Item 47238) and routinely updated. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Expired Licensed Operators File (Item 225) when license expires.

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Item 9136. UNLICENSED OPERATORS FILE. Correspondence and other records used to advise unlicensed individuals and companies engaging in pest control activities. File includes copies of inspection reports, judgments against the operators, revocation orders, rulings from other states, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 9137. OPERATOR REGISTER BOOK FILE. Record copies of documents used to record information concerning examination, licensure, renewal, revocation, and other information concerning individual operators.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 9138. LICENSE EXAMINATION FILE. Records concerning applications from individuals who have applied to take license examinations. File includes requests to take examination, inquiries concerning licensure, social security numbers, and applications for individuals who filed to take examination but failed to take examination. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer applications for individuals who have applied to take examination to the Active Licensed Operators File (Item 9134) upon passing examination. Destroy in office examination requests after 1 year. Destroy in office applications for individuals who failed examination after 2 years.

Item 9139. ACTIVE CERTIFIED APPLICATORS FILE. Correspondence, memorandums, and other records used in issuing identification cards to new certified applicators and renewal certified applicators. File includes names, addresses, birthdates, social security numbers, phone numbers, and other related data. Data is entered into the Structural Pest Licensing Database (Electronic) File (Item 47238) and routinely updated. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Expired Certified Applicators File (Item 9140) when no longer active.

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Item 9140. EXPIRED CERTIFIED APPLICATORS FILE. Records concerning correspondence, memorandums, and other records documenting identification card issuance and renewal for certified applicators whose cards have expired. File includes certified applicator forms, applications for examination, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration.

Item 9141. CERTIFIED APPLICATORS EXAMINATION FILE. Applications for individuals who have applied to take certification examinations. File also includes requests to take examination, social security numbers, inquiries concerning certification, applications for individuals who filed to take examination but failed to do so, and individuals who passed examination but never applied for a certification card. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer applications for individuals who have applied to take examination to Active Certified Applicators File (Item 9139) upon passing of examination. Destroy in office examination requests after 1 year. Destroy in office applications for individuals who failed examination after 2 years.

Item 9142. PEST CONTROL OPERATORS - CERTIFIED APPLICANTS – OPERATOR IDENTIFICATION CARD FILE. Records in paper and electronic formats of an index showing names of pest control operators, certified applicants, and operator identification card holders. File also includes company names, addresses, dates cards issued, and pest control operators' license numbers, or certified applicants' numbers. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

Item 9143. CERTIFIED APPLICATORS INSPECTION REPORTS FILE. Reports in paper and electronic formats from field inspectors indicating discrepancies found while making inspections. File includes inspection reports, correspondence resolving discrepancies, photographs, statements, graphs, and other related records. Reports entered into Automated Inspection System (AIS) Database (Electronic) File (Item 47239) and routinely updated. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

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Item 9144. WOOD-DESTROYING INSECTS GUARANTEES FILE. Record copies of forms used to report wood-destroying insects in buildings and other structures. Forms show location of property, type of loan, pest infestation data, treatment performed, and charges.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 9145. SOIL PRETREAT CONTRACTS FILE. Record copies of agreements between builders and mortgagors providing a five-year guarantee on pest control work performed by builders and operators.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 9149. INSPECTORS' ITINERARY DATABASE (ELECTRONIC) FILE. Electronic records concerning weekly reports from field inspectors. Electronic file includes information pertaining to inspections conducted, dates of inspections, locations, and other related data. Data is entered into this database by field inspectors. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

Item 9150. ANNUAL REPORTS FILE. Reports submitted annually to the Secretary of State and the Structural Pest Control Committee. Reports summarize actions of the staff and detail actions, revocations, financial statements, and other actions.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 9151. LICENSED OPERATORS INSPECTION REPORTS FILE. Records in paper and electronic formats of reports from field inspectors indicating quality of work by licensed operators and correspondence resolving discrepancies. Data is entered into Automated Inspection System (AIS) Database (Electronic) File (Item 47239) and routinely updated. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years or when discrepancies have been resolved, whichever occurs later.

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Item 9152. STRUCTURAL PEST CONTROL COMMITTEE MINUTES FILE. Minutes concerning the official policies and actions of the Structural Pest Control Committee.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 5 years to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.

Item 9153. STATISTICAL REPORTS DATABASE (ELECTRONIC) FILE. Electronic records concerning analyses and inspection reports. Electronic file includes homeowners' names, company's names, dates of inspections, pesticides used, and other related data. Data is entered into this database from Automated Inspection System (AIS) Database (Electronic) File (Item 47239) and routinely updated. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 9154. PEST CONTROL SUBJECT FILE. Records concerning household pests, repellents, rodents, and other related subjects. File includes newsletters, brochures, pamphlets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.